

# **Cornwall Public Library Board Meeting**

## **Wednesday, September 24, 2025**

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### **Members Present:**

**In-person:** Jennifer Jarvis (chair), Lindsay Below, Ryan MacKay, Carilyn Hébert, Gabrielle Fecteau (Vice-chair)

Stephanie McMartin – CEO

Pierre Dufour – Manager, Recording secretary.

**Virtually:** Saima Naqvi, Kym Harley, Chantal Tranchemontagne, Carol Boileau

### **1. Call to Order**

The meeting was called to order at 4:47

a) **Land Acknowledgement:** We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunee Peoples, specifically the Kanien'keha:ka (Mohawk).

b) **Declarations of conflict of interest:** none declared.

c) **Additions/Deletions/Approval of the Agenda:**

**2025-30** Motion to approve the agenda moved by Ryan MacKay, seconded by Gabrielle Fecteau. **Motion carried.**

### **2. Consent items**

a) **Minutes of August 27, 2025**

**2025-31** Motion to approve the minutes of June 25, 2025, moved by Ryan MacKay, seconded by Gabrielle Fecteau. **Motion carried.**

b) **Financial Report August 2025**

- Project donations & grants: Provincial operating grant is expected in late November or mid-December. The grant application window closes October 16, 2025.
- The grant application for a student position was not successful this year. We do not anticipate applying next year.

- Community donations are still modest but expected to increase in Q4.
- Questions regarding the professional development budget line were asked.

**2025-32** Motion to approve the financial report moved by Lindsay Below, seconded by Saima Naqvi. **Motion carried.**

### **3. Communications report.**

#### **a) Library Activities Report**

##### **CEO / Library Activity Report (Stephanie)**

- Teen consultation meeting with Social Development Council went very well and was very productive.
- November 19<sup>th</sup> will be our staff development day, and the library intends to close to the public for the day. A motion will be brought forward at the next meeting.
- Stephanie elaborated on ongoing capital repair and maintenance work that is being done or will be done at the library in 2026 and the city's role and financial responsibility.
- A 130<sup>th</sup> limited number of library cards will be made available during our celebrations during Ontario Public Library Week in October.
- Our outdoor banner will be replaced with one celebrating the library and its 130 years of operation.

##### **Programming & Marketing Report (Pierre)**

- Teen program relaunches in October (Saturday afternoons).
- Adult escape room program was very successful; a murder mystery program has been scheduled.
- Pajama Storytime resumed for children.
- Craft programs for adults continue to be immensely popular.
- Partnerships with Service Canada and other groups are continuing.
- Planning for Library's 130th anniversary (October celebrations).

#### **4. New Business**

##### **a) Draft 2026 Budget -Review and Motion.**

- Discussion regarding the proposed 2026 budget.
- Budget pressures: Increases in supplies, licensing costs, and technology are factors.
- Board was advised that 2026 will be tighter financially.

**2025-33** Motion to approve the draft budget moved by Lindsay Below,  
seconded by Carilyn Hebert. **Motion carried.**

#### **5. Business Arising**

##### **a) Code of conduct – Review and Motion**

Stephanie presented a draft version of the existing code of conduct, prompting an engaging discussion. The conversation primarily focused on the necessity of updating the language and rephrasing certain sections to reflect the library's stance more accurately on the purpose of the code of conduct. Stephanie will provide an updated version at the upcoming board meeting.

#### **6. Roundtable**

- Science & Nature on Tap – September 25 at Schnitzel's.
- The 32<sup>nd</sup> annual River Symposium is upcoming. This year is changing Waters if you attend virtually, it is a free event. There is an open call for artists for this Symposium, with art related to river or freshwater ecosystems.
- Updates on community cultural events (Pow Wow, Culture Fest).
- Franco Day is on September 25<sup>th</sup> with many activities planned. Apples and Arts Tour this coming weekend.
- The Heritage committee is on hiatus until the end of the year.
- Talked about the strike that is happening by support staff in Ontario colleges and potential impact.

## **7. Next Meeting**

- October 22, 2025.

## **8. Adjournment**

- Meeting adjourned at 7:07 p.m.

**2025-34** Motion to adjourn the meeting moved by Lindsay Below  
seconded by Gabrielle Fecteau.

**Motion carried.**